

# Technical Specialist Coordinator Checklist

*Responsible to coordinate activities between technical specialists and the state ESF8 structure.*

**Instructions:** The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Receive initial briefing and immediate priorities from Planning Section Coordinator (PSC)		
2. Determine immediate needs for technical specialists by incident type in coordination with PSC and Situation Unit Leader.		
3. Establish contact and activate required technical specialists.		
4. Assist Planning Section staff with communicating reporting requirements, timelines and information needs to technical specialists.		
5. Determine need for activation of the medical advisory group in coordination with the PSC.		
6. If required, activate the medical advisory group.		
<i>Each Operational Period</i>		
1. Sign-in/out at the beginning and ending of shift.		
2. Update technical specialists list and distribution list as needed for incident.		
3. Coordinate requests for technical specialist input, review and analysis on incident related items.		
4. Verbally, alert PSC of time sensitive/critical information received from technical specialists.		
5. Monitor technical specialists compliance with reporting requirements and assist as necessary to obtain reports.		
6. Provide support to technical assistance to facilitate completion of assigned tasks.		
7. Facilitate groups of technical specialists to complete tasks		
8. Participate in Planning Section Meeting.		
9. Monitor workload of technical specialists and expand staffing if necessary.		
10. Request/demobilize technical specialists and staff for each operational period		
11. Provide report to PSC regarding completion of any incident objectives.		
12. Save incident documentation in established incident file on z drive.		
<i>Upon Demobilization</i>		
1. De-activate technical specialists		
2. Complete evaluations for direct reports		
3. Complete demobilization paperwork		
4. Provide information for after-action report		
5. Assure incident archive includes all any documents developed by technical specialists.		
6. Return any equipment issued during activation.		
7. Clean up work space before departure.		